



BID SOLICITATION

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
CAPITOL HILL
PROVIDENCE RI 02908

BID NUMBER: B04517
TITLE: PRINTING-FY06BUDGET DOCUMENTS
BID OPENING DATE AND TIME:
12/08/2004 10:30 AM

BUYER: JOHN COWELL
PHONE #: (401) 222 - 2142 ext. 114
BLANKET PERIOD: 12/1/04 - 8/31/05

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ADMINISTRATION
DOA CENTRAL BUSINESS OFFICE
ADMINISTRATIVE SERVICES
ONE CAPITOL HILL, 4TH FLOOR
SMITH ST
PROVIDENCE RI 02908

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DOA BUDGET OFFICE
ONE CAPITOL HILL, 4TH FLOOR
SMITH ST
PROVIDENCE RI 02908

Requisition Number(s): R68A054826

Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>BLANKET REQUIREMENTS: 12/1/04 - 8/31/05</p> <p>BIDDING</p> <p>(a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State.</p> <p>(b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered.</p> <p>(c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost.</p> <p>(d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request.</p> <p>ORDERING</p> <p>(a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period.</p> <p>(b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.</p>				

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

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TERMS OF PAYMENT: _____

DO NOT SIGN BID ON THIS PAGE!
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	AWARDS EXTENDING BEYOND JUNE 30TH ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.				
	PRINTING OF THE FY 06 BUDGET DOCUMENTS PER BID SPECIFICATIONS ATTACHED.				
1.0	966-86 PERSONNEL SUPPLEMENT (PRICE PER DOCUMENT)	600.00	EA		
2.0	966-86 PRICE PER ADDITIONAL PAGE - PERSONNEL DOCUMENT	600.00	EA		
3.0	966-86 PROGRAM BUDGET SUPPLEMENT (PRICE PER DOCUMENT)	600.00	EA		
4.0	966-86 PRICE PER ADDITIONAL PAGE - PROGRAM BUDGET SUPPLEMENT	600.00	EA		

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Item	Class-Item	Quantity	Unit	Unit Price	Total
5.0	966-86 EXECUTIVE BUDGET SUMMARY (PRICE PER DOCUMENT)	650.00	EA		
6.0	966-86 PRICE PER ADDITIONAL PAGE - EXECUTIVE BUDGET SUMMARY	650.00	EA		
7.0	966-86 CAPITAL BUDGET (PRICE PER DOCUMENT)	525.00	EA		
8.0	966-86 PRICE PER ADDITIONAL PAGE - CAPITOL BUDGET	525.00	EA		
9.0	966-86 TECHNICAL APPENDIX (PRICE PER DOCUMENT)	600.00	EA		
10.0	966-86 PRICE PER ADDITIONAL PAGE - TECHNICAL APPENDIX	600.00	EA		
11.0	966-86 BUDGET AS ENACTED (PRICE PER DOCUMENT)	475.00	EA		
12.0	966-86 PRICE PER ADDITIONAL PAGE - BUDGET AS ENACTED	475.00	EA		
13.0	966-86 OVERTIME RATE	1.00	HR		

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Item	Class-Item	Quantity	Unit	Unit Price	Total
14.0	966-86 DOUBLE TIME RATE	1.00	HR		
15.0	966-86 PERSONNEL SUPPLEMENT COVER/SEPARATORS	525.00	EA		
16.0	966-86 PROGRAM BUDGET COVER/SEPARATORS	600.00	EA		
17.0	966-86 EXECUTIVE SUMMARY COVER/SEPARATORS	650.00	EA		
18.0	966-86 CAPITAL BUDGET COVER / SEPARATORS	525.00	EA		
19.0	966-86 TECHNICAL APPENDIX COVER / SEPARATORS	600.00	EA		
20.0	966-86 BUDGET AS ENACTED COVER	475.00	EA		
CONTACT PERSON: TOM MULLANEY (401) 222-6600 EXT. 6414				TOTAL:	

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Department of Administration, Budget Office

Bid Specifications – FY 2006 Budget Documents

For more information contact: Thomas Mullaney
(401) 222-6414

General Information:

- The Budget Office will make every attempt to provide documents to the printer by the dates or time intervals listed in the following schedule. Bids should assume these time frames and include all costs needed to meet these time frames (e.g. overtime requirements). Overtime costs will only be paid above the bid amount if the Budget Office fails to deliver a particular document by the date specified. Per hour overtime charges that will be applied in these instances must be provided as a separate item with each bid.

Document	To Printer From Budget	Returned by Printer
Personnel Supplement	1/5/2005	1/12/2005
Budget	1/7/2005	1/14/2005
Capital Budget	1/8/2005	1/17/2005
Technical Appendix	1/10/2005	1/18/2005
Executive Summary	1/12/2005	1/18/2005
Budget as Enacted	7/1/2005	7/30/2005

- At a minimum a sample copy of each completed document shall be provided to the Budget Office by the date listed under “Returned by Printer”. The full compliment of all printed documents shall be delivered to One Capitol Hill and/or the State House (as requested by the Budget Office) no later than January 18, 2005.
- **Delivery of documents to the State House and the Department of Administration Building, Smith Street, Providence, RI is also to be included in bid price.** Specific delivery amounts by location to be specified by the Budget Office at time of delivery. Approximately one-half of the documents will be delivered to the State House and one-half to the Department of Administration Building.
- The Budget Office is requesting bids for covers/separators separately for all documents. One vendor will be selected to produce all covers and separators to assure consistency. However, due to very tight time frames in this year’s production schedule, the Budget Office reserves the right to select separate vendors to print and bind selected documents.

Document Specifications:

Covers and Separators

Cover: 80lb. Finch or equivalent cover stock. No bleeds. Black and White photograph to be provided for cover art. Single color ink (color to be chosen by Budget Office). All covers, except for Budget as Enacted, will be wraparound type; perfect binding, printed on front cover, inside cover and side binding. Budget as Enacted will be saddle stitch with printing on front cover and inside cover.

Separator pages: 70lb. Wausau Royal Fiber or equivalent. Black and White photographs shall be provided as artwork for the number of separator pages as listed below. Duplex printing on some separators will be required

Personnel Supplement: 11 separator pages; 7 with photographs
Program Budget Supplement: 14 separators; 9 with photographs
Executive Budget Summary: 13 separators; 7 with photographs
Technical Appendix: 9 separators; 7 with photographs
Capital Budget: 14 separators; 5 with photographs
Budget as Enacted: no separators

Documents

Numbers of pages and separator pages per document are estimates based on prior year experience. Bids are to be on a per book basis and should assume this total number of pages. A separate quote on a per page basis should be provided for each document to accommodate pages in excess of the totals listed. Specific quantities required for each document will be established upon vendor selection, but will not be less than the amounts listed below.

Personnel Supplement

- 600 copies
- Text: 450 pages

Program Budget Supplement

- 600 copies
- Text: 525 pages

Capital Budget

- 525 copies
- Text 290 pages

Executive Budget Summary

- 650 copies
- Text: 230 pages

Technical Appendix

- 600 copies
- Text: 425 pages

Document Specifications, continued

Budget As Enacted

- 475 copies
 - Text: 85 pages
-
- All materials to be submitted by the Budget Office to the vendor in a camera-ready format. The option of submitting in electronic format will be discussed with the vendor selected, but due to tight time frames at production time, this option may not always be viable.
 - All documents to be printed on white 8.5" x 11" 50# text stock, in duplex format with black ink.
 - Documents to be perfect bound (except for Budget as Enacted, which will be saddle-stitched).

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